TOWNSHIP OF IRVINGTON
EMPLOYEE HANDBOOK
2022-2023

MAYOR

Tony Vauss

BUSINESS ADMINISTRATOR

Musa A. Malik, Business Administrator

COUNCIL MEMBERS

Jamillah Beasley, Council President
Southward Council Woman

Charnette Frederic, Councilwoman-At-Large

Dr. October Hudley, Councilwoman-At-Large

Darlene Brown, Councilwoman-At-Large

Orlander Glen Vick, Northward Councilman

Vern Cox, Westward Councilman

Sean Evans, Eastward Councilman

TOWN CLERK

Harold Wiener x 6660

DEPARTMENTS/DIVISIONS

Mayor's Office
Anthony Vauss, Mayor x 6640

Business Administration and Revenue and Finance
Business Administrator and Director of Revenue & Finance
Musa A. Malik, Esq., QPA x 6682
Faheem J. RaOof, CFO x 6762
Audrey M. Lyon, Comptroller, 6715

Purchasing
Althea Headley, Asst. Business Administrator & Purchasing Agent x 6717

Township Attorney
Ramon Rivera, Esq. x 6637 or 6636

Community Development
Kyana Woolridge, Esq., Director (973) 757-2303

Irvington Neighborhood Improvement Corporation and Economic Development
Deborah Simpkins, Executive Director (973)416-0909
Economic Development x 6785

Public Works and UEZ
Jamel Holley, Director x 6694
Cassandra Chatman, Asst. Director and UEZ Coordinator x 6201

Recreation
Donald Malloy, Director x 6598 or 6597

Housing/Building Construction
Karim Arnold, Director x 6784 or 6711
Joseph Ouseley, Asst. Director 6668

Health
Sonia Whyte, Director x 6647

Public Safety (Police)
Tracy Bowers, Director x 6215

Public Safety (Fire)
John Brown, Deputy Director x 6555

Municipal Court
Terrie Yuelling, Director x 6678

Neighborhood Preservation
Willie Williams, Director x 6237

Table of Contents

Mayor, Business Administrator, Council and Town Clerk 2

Departments/Divisions 3

1. INTRODUCTION 7
   - Welcome from Leadership Team
   - Information about the Organization
   - Community Service/Volunteering
   - Organization Chart
   - Professionalism and Customer Service

2. JOINING THE ORGANIZATION 8
   - Working Hours
   - Access to Building and Car Parking
   - Dress Code
   - Contact Information

3. REMUNERATION AND BENEFITS 9
   - Compensation Time and Overtime
   - Salary and Wage Payments
   - Salary Deductions
   - Terminal Pay

4. TRAVEL, REIMBURSEMENT and PURCHASING POLICY 10
   - Mileage Reimbursement
   - Expense Reimbursement
   - Grant Related Expense
   - Personal Effects/insurance
   - General Purchasing Requirements

5. VEHICLE POLICY 11
   - Use of Company Cars
   - Use of Own Car – Reimbursement

6. PERFORMANCE DEVELOPMENT 12
- Annual Performance Evaluation Process
- Professional Development and Training
- Study Support and Tuition Reimbursement

7. CODE OF CONDUCT 13
- Conflict of Interest
- Outside Employment
- Code of Ethics
- Code of Conduct (Judiciary Employees)
- Inappropriate Staff Conduct
- Smoking in the Workplace
- Confidentiality
- Copyright and Protection of Intellectual Property
- Distribution of Media and Other Solicitation
- Privacy Relating to Treatment of Personal Information

8. DISCIPLINARY PROCEDURES 15
- Disciplinary Action Policy
- Resolving Employment Relationship Problems Policy
- Alcohol and Drugs Policy
- Criminal Conduct Policy
- Due Process Policy
- Prohibition from Work

9. EMPLOYMENT RELATED POLICIES 18
- Equal Employment Opportunity (EEO)
- Discrimination and Harassment
- Health and Safety and Workers' Compensation
- Abandonment of Employment
- Media
- Employment of a Spouse or Other Relative

10. LEAVES OF ABSENCE 22
- FMLA
- NJFLA
- Intermittent Leave
- Rolling Method

- NJFLI
- Disability
- Military Leave
- Sexual Violence Leave
- Other Types of Leaves
  - Sick
  - Personal
  - Vacation
  - Compensatory
  - Bereavement
- Jury Service
- Applying For a Leave
- Returning to Work
- Donating Days

11. INTERNET/EMAIL/PHONE USAGE 25
- Misuse of Internet, Email and Phone
- Access Security of Township Equipment
- Physical Security of Computer and Phones
- Software Purchases, Copyright Infringement, and Intellectual Property…
- Internet Use
- Email Use
- Mobile Phone Use

12. SEPARATION PROCEDURES 27
- Required Notices
- Exit Interviews

Appendices

A. **APPENDIX I** 28
Township Organizational Chart
Exit Control Form

B. **APPENDIX II** 31
Social Networking Policy

C. **APPENDIX III** 34
Administrative Directives 1-24

Preliminary Statement

Please be advised that because this Employee Handbook covers both bargaining and non-bargaining staff members, it is not meant to alter the terms of any current Collective Bargaining Agreement ("CBA") or the nature of any "at-will" employment relationship. This Employee Handbook is issued in order to provide notice to staff members of different policies which impact the terms and conditions of their employment. The Township reserves the right, at any time, to enforce the explicit terms of a CBA or an individual employment contract. Further, this Employee Handbook does not create any separate/additional employment relationship or right(s), and the contents herein are subject to change, at any time, and without prior notice.

1. INTRODUCTION

- **Welcome from the Leadership Team**

  We are very pleased to welcome you to the Township of Irvington (hereafter "the Township"), and we wish you a long and successful career. Our Township is full of opportunities for career advancement and skill development of our staff. We offer a number of benefits to support the varied needs of our staff. You are here because we believe you are qualified and possess the talent to support the Township's single mission of providing Irvington residents with a clean and safe environment that continually meets their needs through the provision of exceptional service.

  As you review this handbook, please be reminded that this handbook is not inclusive of all the information you will need to be successful in this Township but rather provides some of the most helpful policies and information regarding several aspects of the terms and conditions of your employment. You are directed to consult Federal/State law, the full breadth of Township Policies, your respective Collective Bargaining Agreement (hereafter "CBA") and union representative (if applicable) and speak to your immediate supervisor for more information.

- **Information about the Organization**

  The Township envisions a community of contributors and collaborators dedicated to the Township's excellence through a combination of dedication and hard work, ideas, compassion and practical application of acquired skills and knowledge, with the goal being the resurgence of the reputation of the Township and a stark improvement in the quality of life for our residents.

- **Community Service/Volunteering**

  The Township believes that when staff members give additional time to community events and activities, they provide an invaluable contribution to the lives of our residents. We encourage all staff to volunteer and participate, before and after work, in positive activities sponsored, endorsed and/or spear-headed by the Township and community organizations.

- **Organizational Chart**

  Please familiarize yourself with the Organizational Structure of the Township. (See Appendix I). The Organization Chart not only spells out the chain of command, but it identifies our various departments and identifies specific offices you may need to contact. Please ensure you abide by the chain of authority in addressing and resolving workplace issues. Where applicable, the Township encourages the participation of the Union in addressing workplace issues, and requests staff are always mindful to include their Union in any meetings where they feel representation is necessary.

- **Professionalism and Customer Service**

  Notwithstanding the Organization Chart, all staff are reminded that they are the employees of the residents of the Township of Irvington. All manner of engagement (i.e. in-person, telephone and email) is to be informative and professional at all times. The Administration takes complaints by residents very seriously and will investigate all complaints against employees who are identified by the public as having been curt, disrespectful or otherwise unprofessional. Repeat offenders will be disciplined, via suspension without pay. The public is to be treated with the utmost respect.

2. JOINING THE ORGANIZATION

- **Working Hours**

  Town Hall's business hours are 9:00 am – 4:30 pm Monday through Friday. Your work hours may vary depending on your title, duties and whether you are part of a collective bargaining unit. In addition, there are holidays, professional development days and leave time, which you are entitled to, that will make your work days and time vary during the year. You are reminded to remain aware of your working hours and the need to arrive at your location, prepared to work, in a timely manner.

  The Township utilizes a hand scanner at various locations throughout the township, in order to record your arrival / departure times and your lunch. You must enter your employee ID number, which can be obtained from Payroll, place your hand in the scanner, and wait for confirmation of your punch. Speak to your supervisor to learn where the scanner is for your site, and meet with Payroll to be entered into the system.

  Please be aware that your work hours and therefore pay is maintained by the hand scan system. Failure to punch in/out may result in delay or non-payment of salary during the relevant pay period. The Township will make reasonable efforts to ensure duly earned pay is returned to a staff member due to a missed punch(es); however, staff who consistently miss punches are subject to disciplinary action. Consistently is defined as two or more missed punches in the same pay period.

- **Access to Building and Car Parking**

  With exception to Town Hall, Township building hours, access and parking vary by location. Your access and parking are determined by permissions on your Township I.D. Card, which also doubles as your building key, and the issuance of a parking permit, as set forth by ordinance and policy.

  The Township's primary goal is the safety of our staff and residents. Please be mindful when entering/exiting the parking lot(s) of each building and be aware of your surroundings at all times while traveling through the Township. Please stow your personal effects out-of-sight and ensure your vehicle is locked. When traveling to Town Hall or other locations within the Township, please be prepared to produce your Township I.D. Card, as you may be asked to produce same, by security, upon entering the building.

  To be assigned an I.D. Card or to be assigned a parking space, please contact the Office of the Business Administrator. Replacement of a lost I.D. Card is subject to a fee charged to the staff member of $5.00, without exception. Violations of the employee parking ordinance and the rules established thereto by the Business Administrator will subject you to ticketing, towing, and/or discipline.

- **Dress Code**

  The Township's dress code is clearly articulated in Administrative Directive No. 6. The Administration believes the attitude of staff members regarding their professional responsibilities is reflected in each staff member's dress and appearance. Accordingly, please align your dress and appearance with the standards established by the Administration.

- **Contact Information**

  Updated contact information such as your mailing and/or email address are essential to ensuring that the Administration can communicate with you about emergent and routine matters related to the terms and conditions of your employment, building closings and other related correspondence. You have an obligation to regularly update your contact information, in writing, and you bear the responsibility for the Township being unable to correspond with you if you fail to do so.

3. REMUNERATION AND BENEFITS

- **Compensatory Time and Overtime**

  Staff may earn additional paid time off (Compensatory Time) or salary overtime by working additional hours. Such time must be pre-approved, in writing, by the Business Administrator and on the proper form when submitted. If same does not occur, you will be subject to discipline, including suspension for multiple violations. It is the responsibility of the employee to have an executed form approving his/her ability to work and earn compensatory time or overtime prior to working same.

- **Salary and Wage Payments**

  For all staff members of a collective bargaining unit, your salary is set by the Township salary guide and any pay increases will be based upon your respective negotiated salary increases, your placement on the salary guide for your title and any salary adjustment, stipends and promotions during your tenure with the Township. With the exception of your negotiated contract, such changes are based on individualized circumstances and not all employees will be similarly situated.

- **Salary Deductions**

  Each employee is entitled to their full pay for time worked, subject to Federal/State deductions, Court Order, CBA (i.e. Union dues) and any other deduction required by law or under the rule of law. In addition and as a matter of Township policy, no additional deductions will be made from your salary without your authorization, except for written agreement with your Union, time lost through leave (with/without Township consent), overuse of days, and accident.

- **Terminal Pay**

  Some employees, pursuant to their CBA, are entitled to a pay-out upon retirement of available P.T.O. (usually accumulated Sick Time) at a pre-determined rate per day and capped at a number of days no matter how many are accrued. However, many contracts contain a requirement that the employee file a "Notice of Intent" to claim this benefit a year prior to the year in which the retirement becomes effective. The failure to file this notice will allow the Township to defer all or part of this benefit to the year following your retirement.

4. TRAVEL, REIMBURSEMENT AND PURCHASING POLICY

- **Mileage Reimbursement**

  For those employees who utilize their personal vehicles to conduct Township business, based upon the prior written consent of the Business Administrator, you will be entitled to the IRS reimbursement rate in effect at the time you seek reimbursement.

- **Expense Reimbursement**

  Where expenses have been incurred in the performance of your duties and/or to obtain goods/materials on behalf of the Township, and provided that you have obtained written pre-approval to incur this expense with reimbursement, the Township will reimburse you for all reasonable expenses incurred as part of undertaking your role. You should submit all receipts in accordance with the expenses claimed and follow all appropriate guidelines set by the Division of Purchasing. Please note that, where expenses are submitted to the Township for repayment more than thirty (30) days after the expense is incurred, the expense will not be reimbursed.

- **Grant Related Expenses**

  Certain grants require Township staff to participate in travel and training within and outside of the State of New Jersey that necessitates the purchase of air fare, a hotel stay and/or other related action to ensure Township staff satisfy requirements imposed by the grant for implementation and compliance of the associated grant(s). All costs reimbursable by the grant are permitted to be utilized by Township staff and to be reimbursed, including, but not limited to, meals, entertainment, parking and other such costs as permitted by the grant. To that end, the Township Council has approved the reimbursement of funds expended by Township staff where the Business Administrator has produced a written memorandum identifying the employee, grant source, required training, location(s) and date(s) of the training to the Purchasing Agent and where receipts or other proof of purchase is attached to said memorandum.

- **Personal Effects/Insurance**

  Outside of any Workers' Compensation or other insurance maintained by the Township for the safety of our staff, you are responsible for procuring and maintaining insurance coverage for your person and all personal property traveling with you.

- **General Purchasing Requirements**

  Please be advised of the following with respect to procurements requirements for all departments/divisions: STAFF ARE PROHIBITED FROM OBTAINING ANY GOOD/SERVICE WITHOUT A VALID PURCHASE ORDER. There is a Purchasing Manual, which contains more detailed information and procedures on procurement. The below is provided as a quick reference guide. In order to properly procure a good or service, staff must complete the following steps:

  1. Obtain quotes for the good/service (if the total amount to be spent exceeds $6,600.00 for the good/service you are purchasing):
     a. The vendor from which you request quotes and determine to make the purchase from must be properly registered with the Purchasing Division in order to generate a PO (see below). If it is not, the vendor must complete appropriate paperwork to be entered into the purchasing program. For additional guidance please contact Purchasing;
  2. Create a requisition based on the quotes for the good/service and have your Director sign the

requisition;

3. Obtain first level (Director), Second Level (Purchasing) and third level (CFO of Revenue and Finance) approvals in the purchasing program and go to the Revenue and Finance Office to obtain a printed Purchase Order once all approvals are entered; and
4. Obtain all required signatures on the Purchase Order, return same to Purchasing and maintain a copy for your records.

There is a Purchasing Manual that provides additional guidance that can be obtained from the Division of Purchasing.

5. VEHICLE POLICY

- **Use of Company Cars**

With the exception of Directors, as approved by the Business Administrator, and the Chief(s) of uniformed personnel, all staff that operate Township vehicles while carrying out their professional duties are reminded of the following:

- The Township vehicle is for Township-related business only and any personal use shall result in disciplinary action;
- You must remain fully qualified to operate a motor vehicle under the laws of NJ and be prepared to present your license upon demand;
- For all staff that are assigned a Township vehicle or utilize a Township vehicle to perform their Township duties or who may be called upon to operate a Township vehicle in the due course of their work, in the event of emergency and/or due to a loss of other staff, you must provide a 5 year driving abstract - annually no later than March 31st of each year - to demonstrate that you do not have any violations on your driving record that would disqualify you from being able to legally operate a motor vehicle or would violate the standards established present an undue burden of liability to the Township in the event of a motor vehicle accident.
- You must ensure the vehicle is operated in a safe and lawful manner, including advising the appropriate maintenance staff of any unusual operation (i.e. the vehicle fails to start consistently) or of any incident which could impair the mechanical/physical soundness of the vehicle (i.e. hitting a pothole). Please use a vehicle Incident Form from the Office of the Business Administrator to report such an issue;
- No one other than a duly authorized Township employee may operate the vehicle;
- You must not operate the vehicle in an illegal manner (e.g. under the influence of alcohol, speeding, etc.); and
- You are required to pay for any traffic infringement/parking fines imposed while operating the vehicle, including the destruction or loss of keys, vehicle fixtures such as mats and internal components such as knobs, dials and buttons. The vehicle is expected to remain in similar condition as before your use.

All staff Directors and the Chief(s) of uniformed personnel will be subject to Publication 15-B, effective tax year 2017 and thereafter.

- **Use of Own Car – Reimbursement**

As stated above, there will be times when you use your car for work related business. If you use your own car to conduct the Township's business, then the following will apply:

- Mileage for the Township's business will be paid at the IRS approved rate(s), with proper written pre-approval;
- Parking, towing and traffic fines (e.g. speeding) will not be reimbursed; and
- Car parking costs will be reimbursed for business related parking as long as a receipt is submitted in line with the expense reimbursement procedure.

6. PERFORMANCE DEVELOPMENT

- **Annual Performance Evaluation Process**

While it is the responsibility of each staff member to perform the functions of his/her position as expected and necessary to efficiently execute his/her duties, performance evaluations offer a staff member the opportunity to see their work habits from the perspective of his/her supervisor and address actual and perceived deficiencies before disciplinary action ensues. To that end, Directors (and/or Supervisors) are to ensure that each staff member within their Department/Division receives an annual written evaluation. Said evaluations are meant to objectively measure performance and set future goals related to the staff member's position. Evaluations are to be performed and evaluation meetings are to occur no earlier than January 1st and no later than January 31st of the following calendar year. All other on-going means of addressing performance, such as Counseling Letters, Department-level Policies, Administrative Directives, Written Reprimands and/or Corrective Action Plans will continue throughout the year.

The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognize your achievements and to ensure the Township's strategic goals are achieved. You will have the opportunity to participate in planning your work and setting your goals in conjunction with your supervisor on a regular basis and formally during your annual appraisal meeting. Your supervisor will provide you with regular coaching and feedback. The performance appraisal process is an opportunity for two way communication and honest feedback about your work and your future career with the Township.

- **Professional Development and Training**

It is the responsibility of each Department/Division Director to budget for and provide staff members with on-going professional development opportunities in the areas that support the overall mission and function of the Department/Division. Although it is the expectation of the Township that each staff member shall satisfy the minimum requirements of his her title, the Township, at its discretion, may provide additional professional development for any staff member who fails or is struggling to meet the performance standards established by the Township, as documented in the staff member's annual evaluations or due to the issuance of discipline. The additional professional development shall be designed to correct the needs identified in the annual evaluations and any other pertinent performance evaluation (i.e. written reprimand or Corrective Action Plan).

A corrective action memorandum shall be developed by the Director and/or Supervisor and staff member to address deficiencies outlined in the evaluations when the staff member receives a rating that their Director/Supervisor deems insufficient. The Corrective Action Plan shall include timelines for corrective action and responsibilities of the staff member and the Township for implementation of the plan.

- **Study Support and Tuition Reimbursement**

While the Township believes the training and development of its employees is essential to achieving its goals, it is imperative that trainings take place during non-work hours to ensure continued effectiveness of

department operations and service to the public. Notwithstanding, training/development opportunities that will impact the working hours of any staff member will be approved on a case-by-case basis, with the express consent of the Business Administrator and Department/Division Director. To qualify, you must be employed a minimum of six (6) months and not be a temporary/seasonal staff member. While you are free to take as many courses as you choose, the Township will only approve up to a certain amount of funds dependent on your applicable CBA or Township policy. To qualify for reimbursement, you must pass your course with a grade of "B" or better and produce all documentation required by Township policy.
If you wish to pursue a course of academic study relevant to the needs of the Township and your role within it, please discuss this with your immediate supervisor. If it is seen to be beneficial to the Township then study support, including financial aid, may be given with the approval of the Business Administrator. Study support can include payment of educational expenses on your behalf, including tuition, institution fees or other approved costs. The amount per employee is equal for all employees, but the cap per employee will vary depending on the funding set aside within each calendar year budget. Such a set aside will depend on the overall financial health of the Township and before beginning a course of study, you should be aware that there may be years that no funding for tuition reimbursement would occur. For more information, please contact the Office of the Business Administrator to obtain a Pre-approval Form.

7. CODE OF CONDUCT

- **Conflict of Interest**

During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares) with any person or in any organization which may be contracting with the Township or otherwise engaged with the Township in a manner unavailable to the general public. In addition, you must immediately notify your department Director, in writing, upon becoming aware of any potential or actual conflict of interest involving you and/or another staff member during your employment. Your department Director will be responsible for advising you with respect to addressing the concern/issue giving rise to the potential conflict and/or referring the matter to the Business Administrator and Township Attorney.

- **Outside Employment**

Any employee holding a job with another organization must demonstrate satisfactory performance in his or her job responsibilities with the Township at all times. All employees will be expected to meet the job performance standards established by the Township and will be subject to the Township's work and scheduling demands, regardless of any other outside work requirements. If the Township determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of the Township at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the Township. A refusal to comply with the Township's reasonable request to terminate outside employment may result in immediate termination of employment with the Township, subject to any applicable collective bargaining agreement and Civil Service regulations.

If an employee's outside employment presents a conflict of interest with the Township, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on the Township, the employee will be asked to terminate the outside employment.

Please refer to the Conflict of Interest and the Code of Ethics Policy, or contact your Director with questions about this policy. The above policy applies to staff not required to complete the annual State of New Jersey Financial Disclosure Statement.

- **Code of Ethics**

  The Township believes each staff member has an inherent responsibility to serve as an example to the residents of this Township and to act towards his/her colleagues, residents and community organizations with the highest possible degree of ethical conduct. The acceptance of gifts, tips, and other items must have a value within the legal limits and shall be scrutinized by the Administration upon learning of same. It is strongly recommended that any staff member who accepts a gift in the course of performing his/her duties, disclose same in writing and submit this correspondence to the Business Administrator and Township Attorney before acceptance.

- **Code of Conduct (*Judiciary Employees*)**

  Municipal Court staff are also required to follow the Code of Conduct for Judiciary Employees. For further guidance, please conduct the Director of the Municipal Court.

- **Inappropriate Staff Conduct**

  The Township holds all staff to the highest level of professional responsibility in their conduct with all residents. Such conduct should be solely purposed to protect the health, safety and welfare of each resident. Staff members shall conduct themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of residents and visitors to the Township. Further, to the extent not covered by the above, staff members shall comport themselves in a manner that avoids actual and/or the appearance of inappropriate conduct.

- **Smoking in the Workplace**

  The Township operates a non-smoking workplace on all premises owned/controlled by the Township. Smoking is not permitted anywhere on Township property, including private areas not open to the public. This prohibition includes traditional cigarettes/pipes as well as e-cigarettes and other vapour-based products. In addition, there is no smoking within 100 feet of any Township property. Anyone in violation of this policy will be subject to disciplinary action.

- **Confidentiality**

  The Township is a public entity subject to the disclosure laws of the Open Public Records Act and the Open Public Meetings Act, in addition to subpoenas, Court Orders and other legally issued documents. Notwithstanding, there are additional laws (e.g. HIPPA) that require the Township maintains employee records and conduct other business with the strictest confidence. To that end, in the course of your employment you may come in contact with or have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with the Township. A breach of confidentiality is a very serious matter and may be grounds for your dismissal.

- **Copyright and Protection of Intellectual Property**

  You agree that you are not entitled to any copyright or moral right in or arising from any work you produce in the course of your employment with the Township. This includes any program, strategy or system you develop during your employment with the Township. Any copyright or merchandising rights in such work shall be the sole and exclusive property of the Township in accordance with the Copyright Act 1994.

- **Distribution of Media and Other Solicitation**

  The written approval of the Business Administrator is required before any staff member distributes any material/solicitation on or around Township property. This limitation also applies to verbal solicitations, but does not apply to those materials and discussions allowed under any CBA or any other recognized right of a Union under *Weingarten*.

- **Privacy Relating to the Treatment of Personal Information**

  The Township is a public entity subject to the requirements of the Open Public Records Act (OPRA). Notwithstanding, personnel records are not public and therefore not open to inspection, except as required by release, authorization and/or law. These official employee personnel records are maintained by the Office of the Business Administrator and the confidentiality of the contents therein are protected by Federal/State statute and regulation. If you seek the disclosure of your personal information, you must provide a written request that identifies the individual or corporation to which you seek the disclosure and submit this request to the Office of the Business Administrator for approval.

8. DISCIPLINARY PROCEDURES

The Township imposes discipline only where appropriate and seeks to do so in a progressive manner. The Business Administrator, your Director and/or immediate Supervisor shall deal with disciplinary matters on a case by case basis and can issue discipline ranging from verbal warnings to a recommendation to the Business Administrator for termination. Please refer to Administrative Directive No. 3 for more information. If you are a member of a bargaining unit, please refer to your collective bargaining agreement as well.

- **Disciplinary Action**

  Definitions:

  Minor Discipline: The imposition of discipline for a breach of Township policy/practice/procedure that does not exceed 40 hours suspension without pay. It can include written reprimands and corrective action plans. Counseling Notices are deemed non-disciplinary and meant to correct inappropriate conduct.

  Major Discipline: The imposition of discipline for a breach of Township policy/practice/procedure that exceeds 40 hours suspension without pay. It can include a fine, suspension in excess of 5 days (indefinite suspension), demotion and termination.

  The Township may invoke the following procedures in a situation where there is, for example: inadequate performance, misconduct, a breach of the employment agreement and/or employee handbook. The Township may, but is not limited to:

  Step 1. Issue a verbal warning or written warning for violation of any directive, policy, practice or procedure (do not submit to Personnel file);

  Step 2. Issue a Counseling letter noted to the Personnel file for the violation of any directive, policy, practice or procedure;

  Step 3. Issue a written reprimand noted to the Personnel file for violation of any directive, policy, practice or procedure;

  Step 4. Suspension of 1-5 days noted to the Personnel file for the violation of any directive, policy, practice or procedure;

Step 5. Suspension of 6 or more days or termination.

Please refer to Administrative Directive No. 3 for further guidance.

Where serious misconduct is deemed to have occurred you may be dismissed without notice. In the case of Civil Service staff members, appropriate dismissal procedures will follow. The Township reserves the right to issue a Corrective Action Plan to correct deficient performance. Examples of serious misconduct may include, but are not limited to:

(a) Any material breach of the terms of the employment agreement or employee handbook;
(b) Any dishonesty or theft;
(c) Any situation where you behave in a manner likely to bring you, or the Township into disrepute;
(d) Wilful damage of the Township's property;
(e) Falsification of the Township's records;
(f) Any acts of violence, threatened violence or harassment against another person while in the course of duties for the Township;
(g) Any situation where you take unauthorized absence from work;
(h) Wrongfully disclosing the Township's records/information;
(i) Intoxication or using illegal substances or drugs whilst on the Township's business; and
(j) The inappropriate use of electronic media, including pictures and the internet.

- **Resolving Employment Relationship Problems**

  - Employees are encouraged to talk to their immediate supervisor. It is ideal if problems can be resolved among the individuals involved.

  - If the problem can't be resolved informally, all members of a bargaining unit are directed to consult their respective collective bargaining agreement and follow the grievance procedure therein. For non-bargaining employees please seek the assistance of the next-level administrator in resolving the issue.

  - If the matter is of a discriminatory, retaliatory or harassing nature, refer to the Employment Related Policies below.

- **Alcohol and Drugs**

The Township recognizes that chemical dependency is an illness. Notwithstanding, employees under the influence of drugs, alcohol and medication(s) can cause injury to themselves and others. The Township has a responsibility to ensure the health, safety and welfare, at work, of their volunteers, employees and visitors. While at work, an employee is prohibited from the following:

- Possessing or using illegal drugs at the workplace or during the course of their scheduled work hours; and
- Being under the influence of drugs or alcohol.

Further, there is a range of medication which can affect performance, including pain relievers and sleeping pills. An employee, who is using legally prescribed medication that may impair performance, is required to advise his/her immediate supervisor of this.

If there is any doubt about the employee's alcohol or drug use on the job or during business related activities, the Township will require a blood alcohol test and a drug panel test to be administered by an independent third party as closely to the date and time of violation as possible. You may be escorted by staff from the Department of Public Safety to ensure your timely and safe arrival at the testing location. An admission by the suspected employee as to the use of drugs and/or alcohol or being under the influence of same during an employee's scheduled work hours will be treated as a positive test. The Township may if circumstances warrant help employees who are addicted to alcohol or drugs by referring them to our Employee Assistance Program (EAP). The Township will pay for a one-time referral. An employee who is referred to our EAP for drug or alcohol rehabilitation must enter the program and stay in the program for the period prescribed by the medical professional as a condition of continued employment. If necessary, additional leave will be granted for the employee to participate in a rehab treatment program. Our Township's drug testing policy is aimed at stopping drug abuse through rehabilitation. Additional violations following an EAP referral shall subject the employee to immediate termination. Notwithstanding the foregoing, the township reserves the right to terminate employees whose conduct has posed a danger to the safety and welfare of their co-workers and/or the general public and you may be terminated for a single violation of the Township's policy.

It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure that their performance and actions are not impeded by the use of drugs (either legal or illegal). If you suspect that any employee is under the influence of drugs or alcohol, it is your responsibility to communicate this to your immediate supervisor.

- **Criminal Conduct**

The Township considers the safety and welfare of its staff to be of the highest priority. Staff who engage in illegal conduct, including conduct that occurs offsite, during non-working hours are subject to discipline pursuant to N.J.A.C. 4A:2-2.7.

Specifically, staff who are arrested and/or charged with felony level crimes, especially those which involve CDS and/or violence will be subject to immediate and indefinite suspension, without pay, during the adjudication of these crimes by a court if it is deemed necessary to maintain safety, health, order, or effective direction of public services.

For reporting purposes, all staff are required to inform the Business Administrator, in writing, within 24 hours of the arrest or charge of all crime(s) for which the staff member has been charged; all staff are required to provide updates a minimum of once monthly; all staff must provide the disposition sheet for the charges brought against the staff member. For more information please consult Administrative Directive No.19.

- **Due Process Policy**

Staff employed in "permanent" titles pursuant to Civil Service are entitled to Due Process prior to the imposition of Major Discipline. Due Process is as follows:

1. Loudermill hearing: Staff will have an opportunity to meet with the Business Administrator (or a designee) to review the disciplinary charges against him/her and engage in a discussion to provide additional information and/or clarify the evidence against the employee;
2. If the matter cannot be resolved during the Loudermill hearing, the employee shall be personally served with the charges via a 31A form (if not previously served). If the employee fails to show for the Loudermill hearing he/she shall be served via Internal Affairs or mail (again if not previously served);

3. The employee shall be suspended without pay and shall have 5 business days from the date of the Loudermill hearing to request a hearing. The hearing shall take place on the date/time and at the location that is listed in the 31A. Note: the employee may be suspended without pay pending the Loudermill hearing based on specific allegations that may impact the safety and welfare or orderly conduct of Township business;
4. The hearing shall be presided over by a hearing officer and the staff member shall be allowed to present a defense to the charges against him/her;
5. The hearing officer shall issue a written determination; and
6. The Office of the Business Administrator shall issue a 31B (Notice of Final Disciplinary Action) pursuant to the determination of the hearing officer.

- **Prohibition From Work**

If you have been suspended, with or without pay, you are prohibited from being on Township property during or after work hours, unless notified by the Office of the Business Administrator (or a designee) to appear for any discipline related hearing/meeting. Please see Administrative Directive No.20.

9. EMPLOYMENT RELATED POLICIES

- **Equal Employment Opportunity (EEO)**

The Township is an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, color, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status, pregnancy or any disability you may have. This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant experience, merits and abilities.

- **Discrimination and Harassment**

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of discrimination/harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Business Administrator who will thereafter refer the matter to the Township Attorney for investigation. The Township does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

What is discrimination?

Discrimination is the prejudicial (prejudicial or inferior) treatment of an individual or group based on their actual or perceived membership in a certain group or category. It is illegal to discriminate on the basis of age, sex, sexual orientation, race, disability, family, marital or employment status, political opinion, religion, and ethnic origin.

What is harassment?

Inappropriate, unwanted behavior that offends another or makes a person feel humiliated or intimidated at work. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimization.

What is sexual harassment?

Sexual harassment is behavior of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction.

Examples are:

- Sexual assault
- Uninvited touching
- Jokes or comments of a lewd character
- Making promises or threats in return for sexual favors
- Obscene or pornographic email messages, images, items
- Inappropriate or excessive comments on clothing or physical characteristics; and
- Unwelcome social attention or telephone calls at home or work

How do I deal with harassment or sexual harassment?

Any person who is being discriminated against or harassed has the right to complain and take action to stop this behavior. If you experience harassment or discrimination you should:

- Immediately notify the violator that the behavior is unwanted and unacceptable to you; and
- Report the matter to your immediate supervisor, your Director, the Business Administrator and/or the Township Attorney. If the violator is your immediate supervisor (who, in some instances, may be your Director) all reports/complaints are to be made in writing to the attention of the Business Administrator, who will refer same to Legal for a full investigation.

The Township will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. The keeper of the records will be the Legal Department. Written records will be maintained for at least the same period as the personnel records are maintained. For more information, please refer to the Township of Irvington's Sexual Harassment, Abuse and Misconduct Policy located in Appendix II.

How do I deal with discrimination or retaliation?

The Township strictly forbids any form of discipline or negative treatment towards any staff member because that staff member has conscientiously acted in accordance with Federal/State law, reported any unwanted treatment or discrimination and/or provided information to any public body responsible for the oversight of the Township. Any staff member who feels they are being retaliated against and/or subjected to a hostile work environment is entitled to protection from this treatment by the Business Administrator and shall forward, in writing, allegations to this effect to the Business Administrator, in order to allow an opportunity to investigate these claims. Further, this individual can follow the same process for reporting discrimination and/or harassment via an Affirmative Action Complaint Form which can found in Appendix II.

- **Health and Safety and Workers' Compensation**

The Township takes the welfare of its staff members with the utmost care. To that end, staff members are

directed to follow all safety protocols for each building, emergency situations and work procedures, as a failure to do so could result in harm to yourself and others. Staff members are reminded of the following:

The Township will take all steps necessary to ensure that your health and safety is protected at all times.

As your employer it is our responsibility to:

- Identify, manage and control hazards to establish safe work practices;
- Provide information to foster awareness of health and safety;
- Provide protective clothing and equipment as required;
- Make adequate preparations for emergencies;
- Record all accidents and "near misses" and investigate where necessary to ensure future accidents are avoided;
- Ensure you are properly trained and supervised to do your work in a healthy and safe manner; and
- Provide reasonable opportunities for you to be involved in the development of further health and safety.

As an employee it is your responsibility to:

- Contribute to the process of hazard identification, analysis and control;
- Ensure all work accidents and illnesses are reported and recorded as soon as possible but no less than 24 hrs;
- Use any protective clothing and equipment provided;
- Avoid any work which is unsafe;
- Look out for the safety of fellow employees; and
- Observe all workplace safety rules and hazard controls.

Any accident or injury at work should be recorded in writing pursuant to Administrative Directive No. 8 and brought to the attention of your health and safety representative, your immediate supervisor and/or Director. If you have any concerns about health and safety in your building (at your location) or any ideas about how health and safety can be improved, please discuss these with your Union representative and/or your immediate supervisor.

Staff members on Workers' Compensation are responsible for keeping their immediate supervisor, Director and Business Administrator informed of their work status. All disability documentation from the physician noting the employee's date(s) of absence from work and the diagnosis of the injury or illness must be provided to the Business Administrator. If this documentation is not provided, the employee's continued absence from work will be considered unauthorized and the Workers Compensation benefits, if any, will be suspended and disciplinary action will follow.

When an employee is able to fully return to work, written clearance from the treating physician documenting that the employee is fully capable of performing regular job duties must be provided to the Business Administrator. Any employee returning from an absence due to Workers' Compensation must obtain a Return to Work Notice from the Office of the Business Administrator. All Workers' Compensation claims are subject to investigation by the Township and the Township's third party administrator. Lastly, the Township reserves the right to have any employee independently examined for fitness for duty.

The Township does provide for "light duty" on a case-by-case basis. All light duty assignments are at the

discretion of the Business Administrator and your assignment is subject to the needs of the various departments/divisions throughout the Township (See Administrative Directive No. 7). If at any time the need for a "504 Accommodation," which will allow a staff member to perform his/her essential functions, arises, staff members are expected to engage in the "interactive process" with the Administration. For further guidance on the applicable form and process please see Administrative Directive No. 9.
The Township reserves the right to have any employee, who is out due to Workers' Compensation, to undergo a fitness for duty examination before his/her return.

- **Prohibition From Work**

  Please be advised that Township staff who are not on an active work status are prohibited from being on Township property after hours.

- **Abandonment of Employment**

  The Township adheres to strict requirements regarding staff attendance. The Township expects employees to be present for their scheduled work days on time. Notwithstanding any leave of absence, sick day, personal day or vacation allotted or taken by a staff member, your whereabouts and reason(s) for your absence during your scheduled shift are to be communicated to the Township, via your Department/Division Director at all times. Where appropriate you will utilize the Township Sick Line or record your PTO through our online timekeeping system.

  Any absence of 10 days will be designated Absent Without Leave (AWOL) and will result in disciplinary action, up to and including termination, unless you have an approved leave of absence (i.e. FMLA and NJFLA or other leave), in writing. In addition, you may suffer a loss in pay for being absent from work and failing to properly submit a request for PTO. In addition, you may suffer a loss in pay for being absent from work and failing to properly submit a request for PTO.

  For additional guidance, please refer to the "Leaves of Absence" section below and Administrative Directive No. 10.

- **Media**

  Only the Mayor (or his designee) and the Business Administrator are permitted to speak with local, regional and national media on behalf of the Township. You must refer all media requests to the Office of the Mayor or in the absence of the Mayor from the Township, the Business Administrator.

- **Employment of a Spouse or other Relative**

  It is the Township's policy not to discriminate in employment and personnel actions with respect to employees, prospective employees, and applicants on the basis of marital/family status. No employee, prospective employee, or applicant will be denied employment or benefits of employment solely on the basis of marital status. However, the Township retains the right to:

  • Refuse to place one spouse (or other relative) under the direct supervision of the other spouse where there is the potential for creating an adverse impact on supervision, safety, or morale.

  • Refuse to place both spouses (or otherwise related persons) in the same department, division, or facility where there is the potential for creating an adverse effect on supervision, safety security, or morale, or conflict of interest.

The Township will allow the transfer of spouses between departments in order to accommodate married employees when possible and consistent with the Township's business needs.

10. LEAVES OF ABSENCE

- **Family Medical Leave Act (FMLA)**

Requires an employee has been employed for at least 1,250 "hours of service" during the period immediately preceding the leave request in order to be eligible to take any FMLA leave. Hours of service are defined as actual hours worked by the staff member. It does not mean hours paid. Thus, paid non-working time such as vacation, personal and sick days or holidays, furlough days, jury duty or bereavement time do not count towards your accrual of FMLA time.

Things to Know:

1. Under federal law, FMLA can be utilized to care for your personal illness or to care for another.
2. You can be granted up to 12 weeks of employment protection during your absence.
3. The leave is unpaid, however, the Township permits you to use any accumulated PTO during your absence in order to receive pay
4. Your medical benefits shall continue for as long as you use accumulated PTO. In the event you run out of PTO you shall be required to make your employee premium contribution payments on a monthly basis beginning the first full month you are without PTO. If you do not make said premium payments, your benefits will stop 30 days after the last contribution.

- **New Jersey Family Leave Act (NJFLA)**

Requires an employee has worked at least 1000 base hours during the twelve month period preceding a leave request in order to be eligible to take any period of NJFLA leave NJAC 13:14-1.2 defines "base hours" as: "the hours of work for which the employee receives compensation. Base hours shall include hours for which the employee receives workers' compensation benefits." However, the Township does not include hours for which the employee received other types of compensation such as jury duty, bereavement, personal, vacation or sick days. For additional guidance, please consult Administrative Directive 10.

Things to Know:

1. Under State law, NJFLA can only be utilized to care for another.
2. You can be granted up to 12 weeks of employment protection during your absence.
3. The leave is unpaid, however, the Township permits you to use any accumulated PTO during your absence in order to receive pay

Your medical benefits shall continue for as long as you use accumulated PTO. In the event you run out of PTO you shall be required to make your employee premium contribution payments on a monthly basis beginning the first full month you are without PTO. If you do not make said premium payments, your benefits will stop 30 days after the last contribution.

- **Intermittent Leave**

While the above leaves permit a continuous period of absence 12 weeks within a 12 month period (FMLA) and 12 weeks within a 24 month period (NJFLA). You are permitted to take the same 12 weeks and use the time in a non-continuous manner over 12 months for FMLA and 24 months for NJFLA as necessary due to your medical condition.

- **Rolling Method**

How much time am I entitled to receive?

The Township uses the Rolling Method for determining eligibility for the use of FMLA and/or NJFLA. Any request for FMLA or NJFLA shall first meet the threshold requirement of hours of service (FMLA) or base hours (NJFLA). If you have the requisite amount of hours, then the purpose of the leave must qualify as permissible under FMLA or NJFLA. Thereafter, we will look back at your prior use of FMLA (within the last 12 months) and NJFLA (within the last 24 months) and any leave request shall be reduced by the amount of leave time previously taken by you.

- **New Jersey Family Leave Insurance Program (NJFLI)**

  The Township abides by NJFLI pursuant to State law. Eligible staff members shall be entitled to up to six (6) weeks of family leave insurance benefits payable to covered employees from the New Jersey State Plan upon advance notice. In addition, NJFLI may run concurrently with any other leave time provided by contract, State and/or Federal law. For additional guidance, please consult Administrative Directive 10.

- **Disability**

  The Township will provide for a disability leave in accordance with Federal and State law and any CBA (if applicable).

- **Military Leave**

  The Township will provide for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Further, members of State militia (i.e. New Jersey National guard, New Jersey Naval Militia Joint Command) shall be entitled to pay for the duration of any deployment.

  Sexual Violence Leave

  The Township will provide for leave in accordance with the provisions of N.J.S.A. 34:11C-1 et seq. For additional guidance please consult Administrative Directive 10.

  Other types of Leave (i.e. Paid Time Off):

  - Sick Leave:
    - Sick days are to be utilized for illness only. Abuse of Sick days when there is no illness will result in disciplinary action. The Township utilizes the Attendance Improvement Policy to help notify and correct the abuse of Sick time. A doctor's note is required when taking multiple days absence (generally 3 or more) due to illness. Please consult your CBA for additional guidance.
    - Pursuant to the Attendance Improvement Plan, use of Sick days which exhibit a pattern of use or suspicious use (such as during a specific inclement weather event or before/after a national holiday or Township closing) are subject to additional scrutiny, may require medical documentation and may result in a personnel action against you.
    - Further, the Township does not allow for the use of half Sick day(s), unless you have a scheduled doctor's note and produce same to be excused from work. If you wish to avoid this requirement, you must use a full Sick day.

- Personal Leave:
  - Personal days can be taken at the discretion of the staff members, limited by the yearly allotment/accrual of days; and
- Vacation:
  - Requests for Vacation must be entered no fewer than seven (7) days prior to the anticipated date it will be taken; and
  - No staff member will be allowed to carryover excess unused vacation days unless he/she can demonstrate, in writing, that his/her request to use time was denied by his/her Director, due to the pressure of Township business (please use the proper PTO form).
- Compensatory Time Leave:
  - Compensatory Time is accrued by performing work and accepting the accumulation of time on the books rather than the payment of overtime. Generally, Compensatory Time requires 3-5 days' notice and approval to your department/division Director before it can be scheduled off. Please consult your respective CBA to determine how this requirement applies to you.
- Bereavement:
  - Bereavement is granted to employees for making funeral arrangements, attending the funeral and burial, paying respects to the family at a wake, dealing with the deceased's possessions and Will, and any ancillary matters that employees must address when a loved one dies. The Township's negotiated agreements vary by bargaining unit but generally immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, or grandchild. The death of an immediate family member provides for three (3) working days of leave. Non-immediate family members are generally defined as brother-in-law, sister-in-law, son-in-law, daughter-in-law, or aunt or uncle. The death of a non-immediate family member provides for one (1) working day of leave.
  - The Township will require proof of death, in order for an employee to claim Bereavement time. For more specific information on your particular entitlement or obligation, please consult your respective CBA.

- **Prohibition From Work**

Please be advised that Township staff who are not on an active work status are prohibited from being on Township property after hours.

- **Jury Service**

Jury duty is a civic requirement of all employees and the Township expects each employee to participate in this service and will support their participation in same. Notwithstanding, abuse of jury duty to gain additional time-off will not be tolerated. For example, if you are called for jury duty but dismissed so early as to not receive credit for service, you are expected to return to work. Only those days, noted by the Court as "credited" for service will be accepted by the Township, and you are required to produce written documentation from your Court of service for all absences due to Jury Duty. All time, not accounted for, may result in disciplinary action.

- **Applying for a Leave**

While the Administration understands this will not always be possible due to emergency and other

circumstances, you are strongly encouraged to apply for a leave, in writing, at least thirty (30) days in advance of your anticipated absence, in order to receive timely approval. You must attach all necessary documents to your request for a leave, including a doctor's certification. For additional guidance, please refer to Administrative Directive 10 and/or contact the Office of the Business Administrator x 6706.

- **Returning to Work**

For all approved leaves involving physical injury (i.e. Workers' Compensation) or medical need, you are required to obtain a Fitness for Duty clearance to return to work, with or without restrictions from a physician, and a Payroll Notice from the Office of the Business Administrator. For all other approved leaves you are required to obtain a Report to Work Notice from the Office of the Business Administrator. You must contact the Office of the Business Administrator five (5) business days in advance (where possible) of your anticipated return date to schedule a meeting to obtain your Report to Work Notice.

- **Donating Days**

In some instances, the Township may allow employees to donate PTO to other employees who are in need. This is not a "Sick Bank". For further guidance please refer to Administrative Directive No. 14.

11. INTERNET/EMAIL/PHONE USAGE

The Township strictly forbids the use of Township owned equipment (i.e. phones, computers, iPads, copiers, etc.) and servers/Wi-Fi/internet for personal use at any time during the course of the work day, including lunch and break time(s). The Township further forbids the personal use of any Township property before/after working hours while on/off Township property. All personal data located on Township property, including downloads, pictures, documents and other data is subject to seizure by the Township at any time. Finally, all employees with Township email access are required to check their email accounts a minimum of once per work day. For additional guidance on all usage restrictions outlined below, please see Administrative Directive Nos. 4 and 5. Employees are further directed that they must adhere to the Township's Social Networking Policy which can be found in Appendix II.

- **Misuse of Internet, Email and Phones**

The Township's electronic media are not to be used for any unauthorized purposes, including, but not limited to;

- The transmission of abusive, defamatory, obscene or racist communications;
- The searching for, perusal and /or downloading of pornographic or other objectionable material;
- Offensive material through the internet;
- The transmission of sensitive information about an individual; or
- Where such transmission would, or would be likely to, place the company in breach of the Privacy Act of 1974 and its revisions, federal statute and/or State law/regulation.

Vandalism is any malicious attempt to harm or destroy equipment/data of another user or any other agency or network(s) that are connected to the Township's system. This includes but is not limited to, the physical destruction of equipment and the uploading or creation of computer viruses. Such conduct, as described above, is grounds for immediate termination.

- **Access Security of Township Equipment**

  You should never share your access to any Township system, database and/or device with someone else by giving him or her your password, unless it is a supervisor or Director. If this does occur, then you should alert IT and change the password (immediately), to ensure that your computer files are not exposed to abuse. You are responsible for your own account(s) and this means taking measures to ensure others cannot use it. Passwords are only effective if they are selected wisely; therefore your spouse's name or your birth date are not acceptable.

  You should ensure your computer(s) or other electronic device (ie. iPad) is shut down correctly and turned off when you leave the office. This ensures unauthorized persons do not have access to the network in your absence.

- **Physical Security of Township Equipment**

  You are required to take reasonable steps to ensure the protection of all Township equipment provided to you in connection with your duties, including your computer and phone, from damage from improper use, food and drink spillage, and good housekeeping procedures.

- **Software Purchases, Copyright Infringement, Patents and Intellectual Property/Work Product/Work for Hire**

  All software used on the Township's computing systems is copyrighted. All purchases of new software must be approved by the Business Administrator. Software must not be copied unless the relevant license agreements allow it. You cannot use Township equipment and software to violate US copyright laws and any violation(s) will result in disciplinary action, including dismissal.

  All work created during the course of your employment is owned by the Township of Irvington and you expressly convey any right(s)/interest(s) in any work product created during the course of your employment to the Township of Irvington, and you expressly waive your entitlement to any remuneration, if any, and any control over the use, modification and/or distribution of the intellectual property.

- **Internet Use**

  Internet usage is limited to work purposes and must not result in the access of material that is offensive or objectionable. Moreover, the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of the internet is PROHIBITED.

  The Township may, at any time, review, intercept, access and disclose your internet usage. Staff must comply with US copyright law and all other applicable laws.

- **Email Use**

  Email messages are limited to work purposes and must not contain offensive or objectionable material, and the email system must not be used to send or receive, without prior authorization, confidential information, including but not limited to, copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal Personal use of email is PROHIBITED.

The email system belongs to the Township and all email messages created, sent or received are the property of the Township and subject to publication, distribution and/or deletion at any time. Further you should be aware that there is no guarantee of privacy with an email message and that the Township reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee. Finally, staff members are responsible for responding to emails within a 24 hour period. If this is not possible due to vacation or other time off, a response should be provided within a reasonable period of time.

- **Mobile Phone Use**

The goal of the Township is to serve its residents. To that end, personal phone usage should be kept to a bare minimum, and usage of a personal phone should never interfere with the performance of your duties. If you are assigned a Township cell phone, it is **mandatory** that you keep your phone charged, you answer phone calls during your hours of employment, and you check and respond to voicemail(s) and text(s) prior to the end of your shift. Failure to do so will result in disciplinary action.

The Township's internet, email and phone policy may be amended or revised from time to time. Public notice of all revised policies will occur in accordance with the Township's legal obligations. All staff will be required to be aware of current policies at all times. A breach of these policies may result in disciplinary action which could result in dismissal.

12. SEPARATION PROCEDURES

- **Required Notices**

It is incumbent upon you to provide appropriate notice to the Township when you are concluding your employment:

- Resignations – if you intend to voluntarily end your employment relationship with the Township, you must provide written notice of same and provide an explicit end date. In the event you are overpaid, due to your failure to give adequate notice, the Township will pursue legal action against you to recoup any overpayment.

- Retirements – retirements can occur immediately when based on health or other factors which render appropriate notice impossible. However, notice in accordance with a resignation is the responsibility of each employee. Moreover, with respect to payment of retirement benefits, such notice allows the Township to provide timely payments through appropriate planning.

- **Exit Interviews**

Prior to your separation from the Township, you will be required to complete an Exit Control Form with your immediate supervisor. Any additional compensation to which you may be entitled (i.e. payment of vacation or sick days) will not be processed until all Township property issued upon the initiation of your employment or accrued during your employment and an executed copy of this form are returned to the Office of the Business Administrator.

A. APPENDIX I

2019 Irvington Organizational Chart; Approved 04.16.19

Hon. Tony Vauss, Mayor

Assistant Business Administrator *Purchasing Agent* *Community Development*	*Confidential Aide to the Mayor* *Aide to the Mayor*	*Office of the Township Attorney*	**Department of Administration and Finance** Admin: Bureau of Insurance, Payroll, Personnel/HR, Public Defender, Rent Control Finance: A/P, A/R, Tax Collector/Assessor, Licensing/Permits

Municipal Court	**Public Safety**	**Public Works Department**	**Housing and Building Construction Department**	**Health Department**	**Recreational & Cultural Affairs Department**	**Special Projects**
Divisions: Motor Vehicle Criminal Code Enforcement	Police: Division Administration Personnel Internal Affairs Patrol Division Records Detective Bureau Juvenile Aid Parking Chaplains Traffic Bureau Auto Squad Training Bureau Fire Divisions: OEM Administration Fire Suppression Planning Communications Training Fire Prevention	Divisions: Administration and Personnel Recycling and Clean Community Motorized Equipment Public Buildings and Grounds Sanitation Shade Street Streets & Sewer Parks Maintenance Engineering	Divisions: Housing and Licensing Code Enforcement Building	Divisions: Health Administration Nursing Environmental Senior Citizen Services Vital Statistics Childhood Lead Prevention Animal Control	Divisions: Recreation Events & Celebrations	**Economic Development** **Irvington Neighborhood Improvement Corporation**

TOWNSHIP OF IRVINGTON
CAMPTOWN CLINTON TOWNSHIP
1852
1874
ESSEX COUNTY
NEW JERSEY

TOWNSHIP OF IRVINGTON
EXIT CONTROL FORM

NOTICE TO STAFF:

Prior to your separation from the Township of Irvington, you will be required to complete an Exit Control Form with your immediate supervisor or department Director. Any additional compensation to which you may be entitled (i.e. payment of vacation or sick days) will not be processed until all Township property issued upon the initiation of your employment or accrued during your employment are returned to your department Director and an executed copy of this form is returned to the Office of the Business Administrator.

EMPLOYEE NAME: _____

DEPARTMENT: _____

Irvington Township Property	Returned (Yes/No)	Not Applicable	Notes
Laptop Computer			
iPad or Other Tablet			
Key/Key Fob			
Township Employee Identification			
Cellular Phone			
Sensitive/Proprietary/Confidential Documents			
Township Employee Parking Decal			
Uniform(s)			

This is to certify that I, _____, returned the above Township property, and that I understand that I am responsible for any cost related to charges accrued (if any) and damage to the property (if any) on or before the below date.

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD: _____ DATE: _____

OFFICE OF BUSINESS ADMINISTRATOR

Received by: _____

Signature: _____

Date: _____

B. APPENDIX II

TOWNSHIP OF IRVINGTON
SOCIAL NETWORKING POLICY

Scope. This policy applies to all employees of the Township of Irvington (hereinafter the "Township"). For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of other users with whom they share some connection, as well as view and access their list of connections and those made by others within that system.

The type of network and its design vary from site to site. Examples of the types of internet- based, social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of or lack of explicit reference to a specific site or activity does not limit the extent of the application of this policy.

Procedures. The use of the internet and social networking sites (Myspace, Facebook, Twitter, YouTube, Instagram, Tumblr, Snap Chat, etc.) in particular is a popular activity. However, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Township and its relationship with the community. This policy identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites or other websites. The Township reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Township by other employees or third parties.

Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, co-workers or the Township administration reading your words, you should not write them. Recognize that you are legally liable for anything you write or present online.

Employees who engage in personal/private blogging or use of social media sites may not:

Attribute personal statements, opinions or beliefs to the Township;

Disclose confidential Township information;

Use the Township logo or trademarks; or

Post any material that: (i) constitutes harassment, hate speech or libel; (ii) violates the privacy rights of fellow employees; or (iii) is disruptive to the work environment because it impairs workplace discipline or control, impairs or erodes working relationships, creates a hostile work environment, creates dissension among co-workers, interferes with job performance or obstructs Township operations.

Employees can be disciplined for commentary, content or images that are defamatory, pornographic, proprietary, harassing and libelous or that could lead to a hostile work environment. Employees can be disciplined for publishing, posting, or releasing any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their supervisors and/or the Department of Business Administration. You can also be sued by Township employees or any individual who views your commentary, content or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post online or what is said or posted on your page or site by others could potentially be grounds for disciplinary action up to and including termination. More information on this policy may be obtained from the Department of Business Administration.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Township spokespersons, such as the Township Attorney or Business Administration. If an employee encounters a situation, while using social media, that threatens to become antagonistic, the employee should disengage from the dialogue in a polite manner and seek the advice of a supervisor. Employees should obtain appropriate permission before referring to or posting images of current or former Township employees, officials, vendors or suppliers. Additionally, employees should obtain appropriate permission to use a third party's copyrights, copyrighted material trademarks, service marks or any other intellectual property.

Accessing social media outlets during work hours, via the use of your personal equipment, is strictly prohibited. Social media use should not interfere with an employee's job responsibilities and duties at the Township. Any such interference in work performance may result in disciplinary action. The Township's computer systems are to be used for the purpose of conducting Township business only. When using the Township's computer systems, social media may be accessed only for conducting Township business. (Ex: Facebook, Twitter and LinkedIn, etc.). The personal use of the Township's computer systems, to access social media networks or the blogging of online content, is prohibited and could result in disciplinary action. Subject to applicable law, after hours online activity that violates the Township's Employee Handbook, this policy or any other Township policy, rule, or regulation, may subject an employee to disciplinary action, including termination.

C. APPENDIX III

ADMINISTRATIVE DIRECTIVE NO. 1
Distribution of Job Applications

RESCINDED. Electronic Application Process.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 2
Protocol for Answering Phones

All staff are to answer the phones in a professional and courteous manner. When responding to an incoming call, an appropriate response is as follows:

"Good (time of day). Thank you for calling (the name of the department). (Your name) speaking. How may I help you?"

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 3
Progressive Discipline

Discipline for violations of any Administrative Directive, Procedure, Practice and/or Policy of the Irvington Township should be carried out as follows:

First Offense: Verbal warning for the violation of any procedure;
Second Offense: Written warning noted to the Personnel file for the violation of any procedure;
Third Offense: Counseling meeting with written memorandum noted to the Personnel file for violation of any directive, policy, practice or procedure;
Fourth Offense (Minor Discipline): Three (3) day suspension noted to the Personnel file for the violation of any policy, practice or procedure;
Fifth Offense (Major Discipline): Six (6) day suspension or termination.
The above progressive discipline directive is advisory and does not alter the "at will" relationship, create any additional employment right, or abrogate any term of the CBA, nor does it supplant the right of the Township to institute major discipline for any violation, based on the circumstances of the infraction. Please be guided accordingly.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 4

Personal Phone Calls and Utilizing
Internet Service and/or Equipment for Personal Use

All Township equipment, including your landline phone, copier, fax, computer (desktop or laptop), mobile and/or other internet connected device is expressly for conducting Township business. All equipment is subject to electronic audit at any time, and all information stored or reasonably obtained through accessing the device is subject to search and seizure at any time. You have no expectation of privacy in your use of Township property. Staff who use Township property in an unauthorized manner may be subject to disciplinary action.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 5

Usage of Cellular Phone, IPad, or Other Electronic Device

The assignment of all mobile devices, including, but not limited to, cellphones, iPads or other devices are at the discretion of the Business Administrator and require the approval of your department Director and are subject to the protocols contained in the Mobile Device Usage Agreement, which is incorporated herein by reference, and must be signed by the staff member. Please be aware of the following:

1. Staff are not to use their device outside of the continental United States (i.e. during vacation), unless prior approval from the Business Administrator is received;
2. The use of **free applications on smart phones/tablets** is permitted, but employees are reminded of the ability of the Township to confiscate and search your Township-provided mobile device and inappropriate use and/or material will result in discipline;
3. The use of non-smartphones to download media or take and send pictures is prohibited, and staff will be charged and/or disciplined for violations; and
4. Staff are required to answer all Township mobile devices during their scheduled work hours and on any assignment that would result in compensatory, on-call, overtime, holiday or double time pay. Staff are required to keep their voicemail inbox available for residents and others to leave messages.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 6

Dress and Grooming

The Township of Irvington believes that the appearance and dress of all Township staff is an integral component of the image projected by the Mayor and his Administration. The attitude of staff members about their professional responsibilities and the importance of their role in the Township is reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for authority and an environment conducive to assisting our residents, the Township has established the following rules for the dress of staff members in the performance of their professional duties:

1. The clothing and appearance of all staff members shall be clean and neat.
2. No clothing may be worn that constitutes a danger to the health or safety of the wearer or to others.
3. A staff member may request a waiver of this dress code for the performance of particular duties or activities. The waiver must be in writing and addressed to the Business Administrator no later than 48 hours prior to the duty or activity.
4. The immediate supervisor, Director (if not the immediate supervisor) and/or the Business Administrator shall determine whether a violation of this dress code has occurred and shall discuss, in private, the violation with the staff member concerned. The penalties for a violation of the Dress and Grooming Directive are as follows:
   a. The first violation will result in a verbal warning (noted to the Personnel file, in via a Counseling Form, that it has been given) and the staff member shall be sent home to change his/her clothing without being docked for the time he/she was unable to perform his/her duties up to a maximum time of 30 minutes; thereafter the staff member will be docked until he/she returns to his/her duties.
   b. The second violation will result in a written reprimand to the staff member's Personnel file and the staff member will be sent home to change his/her clothing and docked for the time he/she was unable to perform his/her duties.
   c. The third violation will result in a suspension of one 1 day.
   d. Any subsequent violations will result the imposition of additional discipline, such as a suspension up to 5 days and/or termination.
5. It shall be the policy of the Township to review this professional staff dress code at intervals of not less than three years and to invite the comments of staff members in that review.
6. **EXCEPTIONS**: This dress code applies to civilians within all departments and divisions Township-wide, but does not apply to uniformed Public Works, Fire and Police staff. All uniformed Staff are to be appropriately dressed in their respective uniform during the entirety of their workday.
8. When necessary, and in a consistent manner, the Business Administrator or his/her designee may relax the dress code for staff under the following circumstances:
   - Inclement Weather;
   - Excessive Temperature;
   - Health Emergency;
   - Special Event

   Staff will be notified of the relaxation of this dress code in writing prior to the effective date.

9. The right to wear religious clothing/attire will not be impacted by this directive.
10. A staff member may appeal the denial of a waiver of this dress code or the receipt of a reprimand through the Grievance Procedure if he/she is a non-uniformed civilian in a collective bargaining unit.

Examples of unacceptable dress for all personnel are as follows:

1. White t-shirts, tank-tops, thin-strapped shirts
2. Midriff, halter, tube tops, strapless or spaghetti strap tops
3. Shirt or blouse buttons opened beyond the mid-point of the chest or low cut tops
4. Undershirts as outerwear
5. Work boots (unless appropriate for your uniform), flip-flop thongs, or slippers
6. Warm-up suits, sweat pants or shorts
7. Painter's pants or overalls
8. Blue jeans/denim pants or Capri pants made of sweat-shirt material
9. Spandex, leggings
10. Faded, torn, patched, frayed and/or dirty clothing
11. See-through clothing
12. Clothing with obscene, misogynistic, profane and/or racial language/gestures
13. Sweatshirts, sweatshirts with hoods (hoodies) sweatpants and sweat suits
14. Caps or hats in the building
15. Dark eyeglasses (except for documented medical reasons)

Samples of acceptable dress for all personnel are as follows:

1. Khakis, linen, cotton or silk pants or dress slacks
2. Dress shirts or blouses, casual shirts with collars, polo shirts, turtlenecks, knit tops, dresses and shirts or Capri pants which fall below the knee
3. Skirts and dresses that are no more than 3 inches above the knee
4. Uniforms

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 7
Modified Duty

It is the official position of the Township of Irvington that the Township will attempt to accommodate those staff members who, due to a work-related injury, are identified by a treating physician as requiring a "Light Duty" assignment, subject to any required reasonable accommodation under the Americans with Disabilities Act and New Jersey Law Against Discrimination and the managerial discretion of the Business Administrator, the Township Attorney and the Police and Fire Surgeon (hereafter "the Committee"). The determination of the Committee will be made subject to the business needs of the Township.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 8
Workers' Compensation/Employee Accident and Injury Report

Effective immediately, any staff member (civilian or uniformed) claiming that he/she was injured within the scope of his/her employment (i.e. while performing a task related to his/her duties), must follow the attached Workers' Compensation Procedure and complete the attached Employee Accident Injury Report. Your immediate supervisor must complete his/her respective portion of the form and it must be submitted electronically or via hand delivery to the Department of Health (attn.: Workers' Compensation Clerk).

Business Administrator
Revised: 03.12.2022

ADMINISTRATIVE DIRECTIVE NO. 9
ADA/NJLAD Reasonable Accommodation

Effective immediately, the attached form sets forth the procedure for requesting a reasonable accommodation due to a claimed disability/impairment. Musa A. Malik, Business Administrator, is hereby designated the Township 504 Accommodation Officer, and the 504 Accommodation Committee will consist of the Business Administrator and the Police and Fire Surgeon and an attorney from the Office of the Township Attorney.

Business Administrator
Revised: 03.12.2022

ADMINISTRATIVE DIRECTIVE NO. 10
Leave of Absence Policy

If you need to take a Leave of Absence you are required to obtain a copy of the full policy and procedure from the Office of the Business Administrator. Please be guided by the approximate criteria provided above under FMLA, NJFLA and the SAFE Act.

Business Administrator
Revised: 03/12/2022

ADMINISTRATIVE DIRECTIVE NO. 11
Compensatory and Overtime Time

Effective January 1, 2016, all staff who seek to earn Compensatory and Overtime Time **must** complete the attached form **prior** to working the relevant period. Any failure to have the time approved **in advance** may result in the time being **denied**. An employee assumes the responsibility of not being paid if he/she fails to submit the form to the Office of the Business Administrator for approval in advance of the time worked.

In addition, staff are required to punch in/out for the relevant period worked. Any Compensatory Time submitted via form and which does not correspond to the punches relative thereto will be **denied** or the time paid will be reduced accordingly.

Further, please be reminded of the following:

1. No Director/Supervisor is allowed to verbally authorize/approve Comp. or Time.
2. No staff member is allowed to work Comp. Time hours without the use of the attached form.
3. Payroll will reject any forms that are not completed in their entirety, and Payroll will return a copy of the executed form to the following: 1. The Office of the Business Administrator; 2. The Department Head; and 3. The Staff Member. Payroll will retain the original for its own record keeping.

Business Administrator
Revised: 03.16.2022

ADMINISTRATIVE DIRECTIVE NO. 12
Time Clock

Effective January 1, 2022, the following punch in/out procedures for recording time applies:

1. The Township is heretofore using geographic fencing (geofencing) and computer based time clocks. Geofencing requires you to be within a certain distance of your location to punch in/out and can be utilized from any internet connected mobile device, via a free app that must be downloaded. Time clocks shall require you to punch in/out via a hard wired desktop-based, work station using a website to record your time. To be advised of the location of the time clock relative to your assigned location, please confer with your department Director.
2. All employees are required to be present and prepared to work at the start time of their shift. Any employee who does not punch in at the start of their scheduled shift shall be docked beginning from the first minute of lateness.
3. Staff are prohibited from using any available Paid Time Off (PTO) in lieu of being docked.
4. The time clocks record time automatically and no Staff member can alter their start or end time. With regards to geofencing, if you attempt to punch in or out while outside of your geofenced location, you are subject to discipline. The system, will record when you attempt such an action and it will provide you with a warning that you are attempting to do so.
5. Requests to alter your time due to errors and omissions are discretionary and at all times you are responsible for checking your time. Any request for alteration of time must be submitted to payroll@irvingtonnj.org with a copy to the Business Administrator's email.
6. If there is any work-related assignment which will prevent a staff member from punching in/out during their assigned work hours, such an issue is to be made known, via email to Payroll and a copy to your Director, before the failure to clock in/out occurs.
7. You must clock in/out for any overtime assignment you work in order to ensure your submitted overtime sheet matches your hours worked for that time.
8. Excessive lateness and absences shall trigger the Attendance Improvement Policy.

Business Administrator
Revised: 03.17.2022

ADMINISTRATIVE DIRECTIVE NO. 13
Prohibition on Collecting

All employees are prohibited from collecting money outside of the usual and customary functions of his/her specific department/division. Any payment/fee that is not customarily received by your office as part of its public function should be turned over to the Department of Revenue and Finance within hours (E.g. if you receive an escrow check for technical assistance with planning and your department is not Community Development, that payment should be turned over and not processed on your cash book).

In addition, all employees are prohibited from collecting money in the name of or on behalf of the Township of Irvington for any activity, event or service, without written approval from the Mayor, Business Administrator and/or Council Resolution. Finally, no employee shall place the name of the Township of Irvington on any advertisement that is meant to convey that the Administration and/or Council approve of, sponsor or otherwise are involved in the production of the activity, event or service.

Business Administrator
Effective: 03.17.2022

ADMINISTRATIVE DIRECTIVE NO. 14
Donating Time

Effective January 1, 2015, the following, relative to donating time to other staff will apply:

Policy Statement
The Township recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available Paid Time Off ("PTO"). To address this need, all eligible employees will be allowed to donate sick/personal/vacation time from their unused balance to their co-worker(s) in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility
1. Employees who receive donated time must have been employed for a minimum of 1 year;
2. An employee must be on a current leave of absence or have a leave of absence pending and intend to use the donated time to cover as many days of absence as possible;
3. An employee seeking to receive donated time must have utilized all of his/her accrued PTO, including Compensatory Time or must utilize all their accumulated PTO prior to the application of any Donated Time; and
4. Employees who request to receive donated PTO must have received approval from the Business Administrator for their request to use any available federal and/or state job protection(s) pursuant to qualifying criteria in those available law(s).

Limitations

The following limitations on this policy are enacted to control recordkeeping:

1. **Time Donated**: Minimum of one (1) day increments;
2. **Maximum Time Donated**: Cannot exceed 50% of any employees' current accumulated PTO;
3. **Maximum Time Received**: Cannot exceed the equivalent of 12 working weeks;
4. **Borrowing/Donating Future PTO**: Employees cannot borrow against nor donate nor receive future PTO;

5. **Employees on an approved leave of absence**: Employees who are currently on an approved leave of absence cannot donate PTO;
6. **Separating Employees:** Employees currently separating from the Township (i.e. retirement or resignation) cannot donate PTO;
7. **Caps on Donations**: Employees who receive donated sick/personal time may receive no more than 480 hours (12 weeks) within a rolling 12 month period; and
8. **Limits on Solicitation**: The Township will not solicit donations on behalf of any employee. In addition, employees must not solicit donations during periods when they or the staff member they are soliciting from should be working. This policy is strictly voluntary and employees are free to refuse to donate their time.

Procedure

1. An employee who would like to receive donated sick time must solicit same on his/her behalf from any staff member(s) who have indicated their willingness to donate PTO to assist the staff member;
2. The employee must have those staff members, who have agreed to donate PTO, submit a written correspondence to the Business Administrator indicating this willingness and advising of the type and amount of PTO to be utilized for this donation, via the Donated Days Form.
3. Payroll will confirm the availability of the donated PTO by the respective staff member(s) and the Business Administrator will confirm with the affected staff member, in writing, of the time he/she will have available for time off.

Business Administrator
Revised: 03.17.2022

ADMINISTRATIVE DIRECTIVE NO. 15
Salaried and Non-Salaried Part-Time Staff P.T.O

Effective January 1, 2016, the following policy will apply to all full-time, salaried Directors that are not covered by a Collective Bargaining Contract ("CBA"), or any other policy already issued by the Business Administrator, relative to the accumulation of Paid Time Off ("P.T.O.). This policy does not apply to any staff member already covered under the CBA; any staff member covered under another policy; and Temporary/Seasonal staff; or any Full-Time hourly staff.

Policy Statement

The Township recognizes that employees who are not recognized and covered by a collective bargaining unit have similar needs for PTO due to a family emergency or a personal crisis that may temporarily impact the employee's ability to work and otherwise result in a loss of pay. As such, the Township is issuing the following uniform policy for the accrual of P.T.O across all Township positions .Any Director who was employed by the Township prior to July 1, 2014 will

continue to accrue time consistent with his/her prior allotment of time and will not have his/her annual accrual of time reduced. In addition, the expiration of time consistent with the prior practice applied to all Directors appointed before July1, 2014 will continue. Any staff member appointed to a Director position on or after July 1, 2014 will accrue times stated below. The below policy supersedes any existing practice, policy and/or procedure and impacts all positions contemplated.

Pursuant to this policy, staff will accrue time as follows and subject to the caps therein:

1. **Sick Days**: Directors will accrue 12 Sick Days annually on their anniversary date for their use as needed. Sick Days will not carry over from year-year.

2. **Vacation Days**: Directors will accrue 15 Vacation Days annually on their anniversary date. Unused Vacation Days will automatically carryover consistent with the Local 68D CBA.;

3. **Personal Days**: Directors will accrue 4 Personal Days annually on their anniversary date. Personal Days will not carry over from year-to-year; and

4. **Bereavement**: Staff will be allowed time off of three (3) days for the death of an immediate family member and one (1) day for the death of a non-immediate family member. Immediate and non-immediate family will be defined as per the Local 68D CBA.

Staff are required to obtain an accounting of their vacation time from Payroll annually during the month of December to ensure accuracy of their carryover and anticipated beginning balance for the following year.

Pursuant to Township ordinance, hourly, part-time staff (i.e. non-salaried) will accrue Sick Days at a rate consistent with the ordinance and capped at six (6) days annually. There is no carry over of this time.

Salaried, part-time employees subject to this policy will not be allowed to carry over accrued, unused Vacation Days, Sick Days or Personal Days into the following calendar year. All days must be accrued in the following calendar year as follows: 5 Vacation Days, 6 Sick Days and 2 Personal Days. In addition, staff are required to obtain an accounting of their time from Payroll annually during the month of December to ensure accuracy of their carryover and anticipated beginning balance for the following year.

Business Administrator
Revised: 03.25.2022

ADMINISTRATIVE DIRECTIVE NO. 16
Overtime

RESCINDED. Combined with Administrative Directive No. 11.

Business Administrator
Rescinded: 03.16.202

ADMINISTRATIVE DIRECTIVE NO. 17
Municipal Recycling Program

Effective January 1, 2016, all blue recycling bins and any other container(s) that bears the recycling symbol are not to be used for food/trash/waste disposal. The Administration is attempting to increase recycling awareness and participation within the Township, and Town Hall and all Township-owned properties will serve as the example for this initiative. This program is good for the environment, and it is good for the Administration by providing additional revenue based on the volume of recycling.
While it is not mandatory that staff members recycle, it is **mandatory** that **you do not interfere** with the recycling program **by utilizing recycling bins and other recycling marked bins for the disposal of a non-recyclable item**. Examples of the items that you can place in the recycling bin are as follows:

1. Plastic and metal beverage containers;
2. Magazines and newspapers;
3. Post-its, junk mail, and catalogs.

In order to prevent rodents, please be mindful to **Rinse** and **Recycle** the item by rinsing the interior in a bathroom or office sink and then placing it in a recycling bin. Also, do not place Township documents or other paper records in the recycling bin; rather, these items should be shred.
REMINDER: You are not required to recycle, but you are prohibited from interfering in the process by disposing of non-recycling items in the blue recycling bins or in other bins marked for recycling.
Beginning Monday, December 14, 2015, there will be a two (2) week acclimation period. Maintenance will no longer place black, plastic bags in the recycling bins and signs will be placed to remind you of this change.

Business Administrator
Effective: 12/11/2015

ADMINISTRATIVE DIRECTIVE NO. 18
Use of Headphones and Phones While Driving

The use of headphones/earphones/earplugs while driving a Township vehicle is strictly prohibited. Any employee observed with one or two ear plugs inserted in their ears or covering their ears while operating a Township vehicle will be disciplined. Such use creates an immediate and continuous driving impairment that exposes the Township to liability and projects an unprofessional image to the general public.
You shall not use the phone while driving. If you have a wireless/Bluetooth or other hands free earpiece, you may accept work related calls as need. However, if you need to make calls, send emails/texts or otherwise use your connected device you must pull over to do so. This will help ensure the safety of our employees and does not cause a risk to residents of the Township.

Business Administrator
Effective: 5/17/2016

ADMINISTRATIVE DIRECTIVE NO. 19
Criminal Conduct

Effective July 7, 2017, all staff members who engage in illegal conduct, including conduct that occurs offsite, during non-working hours are subject to discipline pursuant to N.J.A.C. 4A:2-2.7.

Specifically, staff members who are arrested and/or charged with felony level crimes, specifically those which involve CDS and/or violence may be subject to immediate and indefinite suspension without pay during the adjudication of these crimes by a court if it is deemed necessary to maintain safety, health, order, or effective direction of public service.

For reporting purpose, all staff are required to inform the Business Administrator, in writing, within 24 hours of the arrest or charge of all crime(s) for which the staff member has been charged; all staff are required to provide update4s a minimum of once monthly; and all staff must provide the disposition sheet of the charges brought against the staff member. Failure to notify and/or up-date the Business Administrator shall subject the staff member to additional discipline.

If the employee is convicted of a 1st or 2nd degree crime under Title 2C he/she is subject to automatic immediate termination.

If the employee is convicted of 3rd or 4th degree crime under Title 2C involving truthfulness, theft or violence he/she is subject to immediate termination.

If the employee is convicted of a 3rd or 4th degree crime under Title 2C involving CDS offense, he/ she is subject to termination if the crime is any violation other than possession.

Any Title 2C crime which is downgraded to a disorderly person's offense is at the discretion of the Business Administrator.

Business Administrator
Effective: 7/7/2017

ADMINISTRATIVE DIRECTIVE NO. 20
Personnel Controls

Item A. Effective immediately, all staff under the following status are prohibited from being present on Township property during work hours without prior approval of the Business Administrator:

1. Suspension with/out pay; or
2. Workers Compensation.

Item B. Effective immediately, all staff who fail to work their scheduled work shift during any 2 week pay period due to being placed on Workers Compensation are prohibited from the following assignments which arise during the same pay period:
1. Overtime Assignments; or
2. On Call Assignments.
Any employee who fails to abide by Items A and/or B shall be suspended a minimum of 1 day, without exception.

Business Administrator
Effective: 11/30/2018

ADMINISTRATIVE DIRECTIVE NO. 21
Hiring Proces

Effective October 1, 2016, the following policy will apply to all hiring below the level of Director, except uniformed Police and Fire staff.

Policy Statement

The Township believes that a reliable and consistent hiring process ensures fairness to all candidates and existing staff who wish to pursue a new position within the Township. The below process will ensure all staff that are a part of the hiring process will abide by the same procedure across all departments:

1. All hiring requests are processed through the Office of the Business Administrator as follows:
    a. A correspondence with the position title, proposed salary and minimum qualifications/duties will be provided electronically; and
    b. A job posting will be created and posted to the Township website under "Employment Opportunities."[1]
2. ALL applicants will be required to submit an online job application with their resume and cover letter attached;
    a. No paper applications will be accepted by the Office of Business Administration from a Director.
3. All applicants that meet the minimum qualifications advertised by the posting, in addition to the procedural steps required for submission, will be forwarded to the Department/Division Director for review and determination as to whether to interview;
4. All candidates that meet the minimum qualifications and possess the experience/skills that warrant interview will be scheduled to meet with the Director, and any candidate that is not recommended for hire following the interview will be sent a letter by the Department/Division Director thanking them for their interest and advising that another candidate was chosen;
5. A written recommendation for hire, with the resume, cover letter (if any) and application enclosed, will be sent to the Business Administrator for final approval:
    a. No Director is permitted to discuss salary, paid time off or other benefit details with a prospective candidate and the candidate should be advised to speak to the BA's office.
    b. No Director is permitted to notify a prospective candidate that he/she has been hired, unless the Director has received a copy of the prospective candidate's written offer letter from the Business Administrator;
        i. No offer letters will be issued unless a Payroll Notice has been executed by the Mayor and Business Administrator.

Any hiring that violates this process will be deemed invalid and another candidate will be chosen from the qualified pool or the job posting will be re-advertised.

Business Administrator
Revised: 03.23.2022

[1] The Office of the Business Administrator will provide a copy of this posting to the applicable collective bargaining group.

ADMINISTRATIVE DIRECTIVE NO. 22
Town Hall Lunch Hours

RESCINDED.

Business Administrator
Revised: 03.23.2022

ADMINISTRATIVE DIRECTIVE NO. 23
Attendance line for Sick and Intermittent leave

Effective July 1, 2018, all Civilians and Non-Public Safety staff are required to contact the Payroll Attendance Line at (973) 399-6626 to record an absence due to the use of Sick or Intermittent Leave (FMLA) time no later than one hour prior to the start of his/her shift. This directive is meant to ensure the accuracy of staff payroll. Please be advised it is still imperative that you also communicate with your department Director and/or immediate supervisor when calling out pursuant to department protocol.

If your call-out pertains to Intermittent FMLA, please be advised that you must state so at the time you call out. Times used will be closely monitored and recorded. Failure to adhere to this directive shall result in disciplinary action

Business Administrator
Revised: 03.18.2022

ADMINISTRATIVE DIRECTIVE NO. 24
Auction of Township Equipment

Upon the advice of the Township Attorney, Township staff are prohibited from bidding on any Township owned property that is put up for auction to ensure that the appearance of impropriety or as conflict of interest is avoided.

Business Administrator
Revised: 09/29/2017

DECLARATION:

Employee Name: _____

I have received a copy and understand it is my responsibility to read the Township of Irvington Employee Handbook. Further, I understand this document forms part of the Terms and Conditions of my employment. If there is any provision herein which I do not understand or object to, I will notify the Business Administrator, in writing, of same within 5 business days of the date below for further clarification.

I hereby further state that I have received a copy of the documents referenced in Appendices I-III.

Signed: _____

Dated: _____

Please sign this page and return to the Office of the Business Administrator.